



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>810-2021-UNDP-UKR-RFQ-RPP</b>	Date: 10 January 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the supply of **specialized equipment for electric workshop for Mariupol Center of Vocational Education of Donetsk Oblast**, as detailed in Annex 1 to this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3: Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  DocuSigned by:  
5866F218C2264C1...  
Name: **Ms. Agnes Kochan**  
Title: **UNDP Operations Manager**  
Date: 10-Jan-2022

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**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>11:59 AM (midday, Kyiv time), 18 January 2022</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>tenders.ua@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>.ZIP, .PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>20 MB</b></li> <li>▪ Mandatory subject of email: <b>810-2021-UNDP-UKR-RFQ-RPP</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. Payment for goods/services shall be made in local currency in accordance with UNORE exchange rate (<a href="http://treasury.un.org">http://treasury.un.org</a>) on the date of payment, through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and Act of acceptance of services/goods rendered/delivered signed by both parties.</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p><b>All prices must:</b></p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>
<b>Language of quotation</b>	<b>English or Ukrainian or Russian</b>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><b><u>General information:</u></b></p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1.</p> <p><input checked="" type="checkbox"/> Copy of the latest Business (Company or Private Entrepreneur) Registration Certificate valid as at the date of submission. Please note that Ukrainian companies should be registered in the territory controlled by the Government of Ukraine.</p> <p><input checked="" type="checkbox"/> Extract from the Register of VAT or unified tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award).</p> <p><input checked="" type="checkbox"/> Company Profile indicating at least two (2) years of experience in the field of supply of equipment/items similar to this Specification.</p> <p><input checked="" type="checkbox"/> Where/when applicable, Manufacturer's Authorization of the Company as a Sales Agent (if the Supplier is not a manufacturer) will be an advantage.</p> <p><input checked="" type="checkbox"/> At least one (1) positive recommendation/reference letter from previous customers/clients on similar projects/products delivery.</p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>60 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ</p>

	requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% of the total contract amount will be paid by UNDP within 30 (thirty) calendar days from the date of the equipment acceptance by the by UNDP at the address indicated in Annex 1, Schedule of Requirements, and submission of originals of invoice, act of acceptance and tax invoice (if applicable). <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <b>procurement.rpp.ua@undp.org</b> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>3 (three)</b> days before the submission deadline. Responses to requests for clarification will be communicated <b>via email procurement.rpp.ua@undp.org by Procurement Unit, UNDP Ukraine.</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<b>Administrative Requirements:</b> <input checked="" type="checkbox"/> Offers must be submitted by the due date. <input checked="" type="checkbox"/> Offers must meet required Offer Validity. <input checked="" type="checkbox"/> Offers must be signed by the proper authority. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in "Documents to be submitted section". <input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company must be registered in the territory controlled by the Government of Ukraine). <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions.  <b>Technical requirements:</b> <input checked="" type="checkbox"/> At least two (2) years of experience in the field of supply of equipment/items similar to the Specification. <input checked="" type="checkbox"/> At least one (1) positive recommendation letter from previous customers/clients confirming the fact of supplying of goods similar to the Specification. <input checked="" type="checkbox"/> Technical responsiveness to the requirements stipulated in the Specification including, but not limited to, the following: 1) Delivery of goods should be accompanied by manufacturer's warranty certificates. The warranty period for all equipment must be not less than 12 (twelve) months ( <b>where applicable</b> ). All equipment must have official warranty service in Ukraine ( <b>where applicable</b> ). 2) Delivery must be carried out during 60 (sixty) calendar days from the contract signing date. 3) All necessary technical documentation in Ukrainian/Russian (English – additionally optional) languages must be given by the Contractor at the day of delivery. The technical documentation should include: - Operation instructions (if applicable); - Technical certificate (if applicable); - Certificate of origin (if applicable);

	- Safety certificate (valid for Ukraine) (if applicable).
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	<b>January-February 2022</b>
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### SPECIFICATION

#### on specialized equipment for electric workshop for Mariupol Center of Vocational Education of Donetsk Oblast

**Project Name:** UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component.

**Description of the Assignment:** Procurement of specialized equipment for electric workshop for Mariupol Center of Vocational Education of Donetsk Oblast.

**Country:** Ukraine, Donetsk Oblast (Government-controlled area)

#### 1. Background:

The ongoing conflict in Eastern Ukraine and Azov area has had a direct and highly negative impact on economy, social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Recovery and Peacebuilding Programme (UN RPP) is being implemented by four United Nations agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), the U.S. Embassy in Ukraine, and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Sweden, Switzerland & the UK.

The RPP has been designed to respond to, and mitigate, the causes and effects of the conflict. It has been based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the oblast development strategies up to 2027. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs.

The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

- Component 1: Economic Recovery and Restoration of Critical Infrastructure
- Component 2: Local Governance and Decentralization Reform
- Component 3: Community Security and Social Cohesion.

One of the main objectives of UN RPP is to foster economic revitalization in Eastern Ukraine and Azov area and, specifically, stimulate employment and economic growth by restoring and strengthening of institutional and educational infrastructure, ensuring increased employment opportunities and development of the labor market necessary for effective functioning of the regional economy.

To implement these tasks UN RPP closely cooperates with VET System at national and regional levels providing support to the Government of Ukraine in reorganization of the VET System across the board.

The VET system is one of the essential institutions to stimulate education and employment and, accordingly, economic growth in the areas affected by the conflict in Eastern Ukraine and Azov area. The VET system requires support in reforming as it possesses significant potential for providing relevant knowledge and expertise not only to the youth but also to the adult population willing to obtain new vocational and professional qualifications demanded by the market. The modernization of the VET system, must include renovation and strengthening of technical and material base of the VET related Training and Methodological Centers and VET institutions as well as significant improvements in student accommodation.

Comprehensive studies of the VET System, held by the Programme, revealed urgent need for support of the System and its institutions, in the form, inter alia, new educational equipment to improve learning conditions and student accommodation.

Strengthening of the material and technical base will allow the VET institutions to improve quality of education and open new professional programmes and to equip graduates with knowledge and skills required by local employers. Improvements in accommodation conditions will attract larger number of students, including those from remote locations and areas along the contact line, as well as elder individuals willing to obtain new professional skills or get requalification to meet the contemporary market requirements.

Altogether, the above planned actions by the UNRPP to provide support to the VET System and its institutions will serve the purpose of raising the prestige of the working professions and revitalizing the local economy in the target oblasts and areas.

As an additional objective, the winner of the tender, an equipment manufacturer / vendor, will be able to diversify its portfolio of customers and gain / enrich the experience of cooperation with international organizations and increase the company production and/or sales.

As a part of the support efforts, the Programme is seeking a supplier of specialized equipment for electric workshop (hereinafter – the Contractor) of Mariupol Center of Vocational Education of Donetsk Oblast according to the requested specification.

## 2. Scope of work


Supply by the Contractor of the specialized equipment for electric workshop of Mariupol Center of Vocational Education of Donetsk Oblast in accordance with the Technical specification contained in Table 1.

Address for delivery:





**DDP (Incoterms 2020), Mariupol Center of Vocational Education: 61 Mytropolytska Str., Mariupol, Donetsk Oblast.**





## 3. Specification and requirements for specialized equipment for electric workshop:






**Table 1**




No.	Name of the equipment	Technical characteristics <i>Technical characteristics should not be worse / less than those listed in the assignment</i>	Quantity
1	<b>Workbench, composite, two-bollard</b>  <b>Sample of the appearance:</b> 	Dimensions, not less than, mm: 1800x620x1600 Table top: Material: painted metal Color: grey Thickness, not less than, mm: 4  Accessories (for each workbench): <ul style="list-style-type: none"> <li>- Perforated rack with perforated panel, dimension, not less than, mm: 1500x620x850</li> <li>- Hinged horizontal shelf</li> <li>- Led lighting set with LED daylight lamps</li> <li>- Block of sockets on 4 sockets (220 V) and 16A automatic switch</li> </ul>	8



2	<b>Metal tool cabinet</b> <b>Sample of the appearance:</b> 	Dimensions, not less, mm: 1800x800x500 Number of shelves, not less: 4 Color: grey	2
3	<b>Tool cart</b> <b>Sample of the appearance:</b> 	Number of sections, not less: 2 Number of drawers, not less: 10 Type: movable, on rollers Dimensions, not less, mm: 600x260x340 Color: grey	4
4	<b>Set of tools of electrician</b> <b>Sample of appearance:</b> 	Each set consists of: <ul style="list-style-type: none"> <li>- 1 pliers (165 mm)</li> <li>- 1 side cutters (165 mm)</li> <li>- 1 pliers with nippers (150 mm)</li> <li>- 1 adjustable wrench 6"</li> <li>- 1 flat screwdriver with soft handle (3.0x100 mm)</li> <li>- 1 cross type screwdriver with soft handle (0x100 mm)</li> <li>- 1 cross type screwdriver with soft handle (2x100 mm)</li> <li>- 1 cross type screwdriver with soft handle (5x100 mm)</li> <li>- 1 cross type screwdriver with soft handle (1x100 mm)</li> <li>- 1 soldering iron gun, Voltage: 200 V</li> <li>- 1 tape - braid, solder absorber</li> <li>- 1 solder, 63%</li> <li>- 1 SN tweezers</li> </ul>	9
5	<b>Insulating mites for electrical installations up to 1000 V</b> <b>Sample of appearance:</b> 	To replace cylindrical fuses, diameter range, not less, mm: 8 – 23 Working temperature range, not less, °C: - 45 / +40	16
6	<b>Input automatic 63A single pole circuit breaker</b>	Nominal current, A: 63 Number of poles: 1	8

	<b>Sample of appearance:</b> 	Rated insulation voltage, V: 500 Working temperature range, not less, °C: - 25 / + 60	
7	<b>Magnetic starter</b> <b>Sample of appearance:</b> 	Rated operating voltage, V: 230 Rated insulation voltage, V: 660 Rated voltage of the control coil, V: 230 Working temperature range, not less, °C: - 25 / + 50	8
8	<b>Thermal Relay</b> <b>Sample of appearance:</b> 	Number of poles: 3 Current overload range, A: 5.5 – 8	8
9	<b>Button post with two controls</b> <b>Sample of appearance:</b> 	Rated insulation voltage, V: 660 Rated conditional thermal current, A: 10 Contact: NO+NC Degree of protection: IP54	8
10	<b>Button post with three controls</b> <b>Sample of appearance:</b>	Rated insulation voltage, V: 660 Rated conditional thermal current, A: 10 Degree of protection: IP54	8

			
11	<b>Electric motor on legs</b>  <i>Sample of appearance:</i>  	Power, kW: 0.18 Rotation frequency, rotations per minute: 3000 Voltage, V: 380 or 220 (with the use of condensers)	2
12	<b>DC electric motor with built-in reducer</b>  <i>Sample of appearance:</i>  	Rated voltage, V: 24 Rated power, W: 450 Permissible range of ambient temperatures, °C: 25	1
13	<b>Step-down transformer in the case</b>  <i>Sample of appearance:</i>  	Power, kW: 0.25 Primary winding voltage, V: 230 Secondary winding voltage, V: 24 Purpose: converts voltage from 380 V to 220 V	1
14	<b>Current meter</b>  <i>Sample of appearance:</i>  	Rated voltage, V: 220 Maximum current, A: 60 Working temperature range, not less, °C: - 40 / + 55 Designed to measure electrical active energy, instantaneous values of power, voltage, current in single-phase alternating current circuits	2
15	<b>Voltage indicator</b>  <i>Sample of appearance:</i>	Designed to check presence or absence of voltage on conductive parts Dielectric strength of box insulation, not less, V: 1000	16

		Value of current flowing through the pointer at a voltage of 380 V + 20%, not more, mA: 10 Minimum AC voltage variable, not more, V: 24	
16	<b>Distribution cabinet (shield, point)</b>  <b>Sample of appearance:</b> 	Number of one-phase switches: 4 Number of three-phase switches: 2 Features: 1) Input circuit breaker, A: 50 2) 3-pole, 25 A automatic circuit breakers: 5 pcs 3) Moisture-proof panel: YES 4) Hinged-patch panel: YES	1
17	<b>Reversible magnetic starter with 36V coil</b>  <b>Sample of appearance:</b> 	Rated voltage of the pick-up coil, W: 220 Maximum switching frequency, switches per hour: 3600 Rated insulation voltage, W: 660 Main circuit rated current, A: 10 Engine power, kW: 0.5 Rated operational current, A: 10	4

#### 4. Additional requirements:

- 1) Delivery of goods should be accompanied by manufacturer's warranty certificates. The warranty period for all equipment must be not less than 12 (twelve) months (**where applicable**). All equipment must have official warranty service in Ukraine (**where applicable**).
- 2) Delivery must be carried out during 60 (sixty) calendar days from the contract signing date.
- 3) All necessary technical documentation in Ukrainian/Russian (English – additionally optional) languages must be given by the Contractor at the day of delivery.  
The technical documentation should include:
  - Operation instructions (if applicable);
  - Technical certificate (if applicable);
  - Certificate of origin (if applicable);
  - Safety certificate (valid for Ukraine) (if applicable).

#### 5. Experience and Qualification Requirements

- a) Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).
- b) At least 2 (two) years of experience in the field of supply of similar to this Specification equipment/items.

c) At least 1 (one) positive recommendation letters from previous clients as per supplying of similar to this Specification equipment.

The Contract will be awarded to the technically compliant offer with the lowest price.

## 6. Price offer and payment schedule

- The contract value must remain fixed for the duration of the contract.
- Applicants must include all costs associated with items delivery in their price quotation (such as the supply of all materials and equipment, transportation costs, staff salaries, office expenses, etc.).
- Payments should be arranged as follows:  
Payment for goods/services shall be made through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and Act of acceptance of services/goods rendered/delivered signed by both parties.

Partial delivery is allowed as per agreement with a UNDP at the stage of Contract signing.

Taking into account that purchase of services will be carried out within the project of international technical assistance, price offers/invoices for payment must be presented without VAT.

**Bidders must submit their price offers in the following format:**

No.	Product name and specification requirements	Quantity of units (pcs)	Unit price, without VAT, indicate currency	Total cost, without VAT, indicate currency
1	Workbench, composite, two-bollard Indicate Brand, Model and parameters	8		
2	Metal tool cabinet Indicate Brand, Model and parameters	2		
3	Tool cart Indicate Brand, Model and parameters	4		
4	Set of tools of electrician Indicate Brand, Model and parameters	9		
5	Insulating mites for electrical installations up to 1000 V Indicate Brand, Model and parameters	16		
6	Input automatic 63A single pole circuit breaker Indicate Brand, Model and parameters	8		
7	Magnetic starter Indicate Brand, Model and parameters	8		
8	Thermal Relay Indicate Brand, Model and parameters	8		
9	Button post with two controls Indicate Brand, Model and parameters	8		
10	Button post with three controls Indicate Brand, Model and parameters	8		
11	Electric motor on legs Indicate Brand, Model and parameters	2		
12	DC electric motor with built-in reducer Indicate Brand, Model and parameters	1		

13	Step-down transformer in the case Indicate Brand, Model and parameters	1		
14	Current meter Indicate Brand, Model and parameters	2		
15	Voltage indicator Indicate Brand, Model and parameters	16		
16	Distribution cabinet (shield, point) Indicate Brand, Model and parameters	1		
17	Reversible magnetic starter with 36V coil Indicate Brand, Model and parameters	4		
18	Delivery	1		
<b>TOTAL without VAT, indicate currency</b>				

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>810-2021-UNDP-UKR-RFQ-RPP</b>	Date: Click or tap to enter a date.

**Company Profile**

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>(If yes, provide a Copy)</i>	
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
References	Please provide contact details of at least 1 (one) previous client for reference and attach the signed reference letter.

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.



Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>810-2021-UNDP-UKR-RFQ-RPP</b>	Date: Click or tap to enter a date.

**Table 1 – Conformity to the Specification**

#	Name of equipment <i>The characteristics should not be lower than are listed in the assignment</i>	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
1.	<b>Workbench, composite, two-bollard</b> Dimensions, not less than, mm: 1800x620x1600 Table top: Material: painted metal Color: grey Thickness, not less than, mm: 4  Accessories (for each workbench): <ul style="list-style-type: none"> <li>- Perforated rack with perforated panel, dimension, not less than, mm: 1500x620x850</li> <li>- Hinged horizontal shelf</li> <li>- Led lighting set with LED daylight lamps</li> <li>- Block of sockets on 4 sockets (220 V) and 16A automatic switch</li> </ul>		
2.	<b>Metal tool cabinet</b> Dimensions, not less, mm: 1800x800x500 Number of shelves, not less: 4 Color: grey		
3.	<b>Tool cart</b> Number of sections, not less: 2 Number of drawers, not less: 10 Type: movable, on rollers Dimensions, not less, mm: 600x260x340 Color: grey		
4.	<b>Set of tools of electrician</b> Each set consists of: <ul style="list-style-type: none"> <li>- 1 pliers (165 mm)</li> <li>- 1 side cutters (165 mm)</li> <li>- 1 pliers with nippers (150 mm)</li> <li>- 1 adjustable wrench 6"</li> <li>- 1 flat screwdriver with soft handle (3.0x100 mm)</li> <li>- 1 cross type screwdriver with soft handle (0x100 mm)</li> <li>- 1 cross type screwdriver with soft handle (2x100 mm)</li> <li>- 1 cross type screwdriver with soft handle (5x100 mm)</li> </ul>		

	<ul style="list-style-type: none"> <li>- 1 cross type screwdriver with soft handle (1x100 mm)</li> <li>- 1 soldering iron gun, Voltage: 200 V</li> <li>- 1 tape - braid, solder absorber</li> <li>- 1 solder, 63%</li> <li>- 1 SN tweezers</li> </ul>		
5.	<b>Insulating mites for electrical installations up to 1000 V</b> To replace cylindrical fuses, diameter range, not less, mm: 8 – 23 Working temperature range, not less, °C: - 45 / +40		
6.	<b>Input automatic 63A single pole circuit breaker</b> Nominal current, A: 63 Number of poles: 1 Rated insulation voltage, V: 500 Working temperature range, not less, °C: - 25 / + 60		
7.	<b>Magnetic starter</b> Rated operating voltage, V: 230 Rated insulation voltage, V: 660 Rated voltage of the control coil, V: 230 Working temperature range, not less, °C: - 25 / + 50		
8.	<b>Thermal Relay</b> Number of poles: 3 Current overload range, A: 5.5 – 8		
9.	<b>Button post with two controls</b> Rated insulation voltage, V: 660 Rated conditional thermal current, A: 10 Contact: NO+NC Degree of protection: IP54		
10.	<b>Button post with three controls</b> Rated insulation voltage, V: 660 Rated conditional thermal current, A: 10 Degree of protection: IP54		
11.	<b>Electric motor on legs</b> Power, kW: 0.18 Rotation frequency, rotations per minute: 3000 Voltage, V: 380 or 220 (with the use of condensers)		
12.	<b>DC electric motor with built-in reducer</b> Rated voltage, V: 24 Rated power, W: 450 Permissible range of ambient temperatures, °C: 25		
13.	<b>Step-down transformer in the case</b> Power, kW: 0.25 Primary winding voltage, V: 230 Secondary winding voltage, V: 24 Purpose: converts voltage from 380 V to 220 V		
14.	<b>Current meter</b> Rated voltage, V: 220 Maximum current, A: 60 Working temperature range, not less, °C: - 40 / + 55 Designed to measure electrical active energy, instantaneous values of power, voltage, current in single-phase alternating current circuits		

<b>15.</b>	<b>Voltage indicator</b> Designed to check presence or absence of voltage on conductive parts Dielectric strength of box insulation, not less, V: 1000 Value of current flowing through the pointer at a voltage of 380 V + 20%, not more, mA: 10 Minimum AC voltage variable, not more, V: 24		
<b>16.</b>	<b>Distribution cabinet (shield, point)</b> Number of one-phase switches: 4 Number of three-phase switches: 2 Features: 1) Input circuit breaker, A: 50 2) 3-pole, 25 A automatic circuit breakers: 5 pcs 3) Moisture-proof panel: YES 4) Hinged-patch panel: YES		
<b>17.</b>	<b>Reversible magnetic starter with 36V coil</b> Rated voltage of the pick-up coil, W: 220 Maximum switching frequency, switches per hour: 3600 Rated insulation voltage, W: 660 Main circuit rated current, A: 10 Engine power, kW: 0.5 Rated operational current, A: 10		

**Table 2 – Financial offer for the supply of goods in accordance with the Specification**

**Considering that the purchase of services will be carried out within the framework of the international technical assistance project, quotations/invoices for payment should be submitted without VAT.**

**Bidders must submit their quotations in the following format:**

#	Product name and specification requirements	Number of units	Unit price, without VAT, indicate currency	TOTAL, without VAT, indicate currency
1	<b>Workbench, composite, two-bollard</b> <i>Indicate Brand, Model and parameters</i>	8		
2	<b>Metal tool cabinet</b> <i>Indicate Brand, Model and parameters</i>	2		
3	<b>Tool cart</b> <i>Indicate Brand, Model and parameters</i>	4		
4	<b>Set of tools of electrician</b> <i>Indicate Brand, Model and parameters</i>	9		
5	<b>Insulating mites for electrical installations up to 1000 V</b> <i>Indicate Brand, Model and parameters</i>	16		
6	<b>Input automatic 63A single pole circuit breaker</b> <i>Indicate Brand, Model and parameters</i>	8		
7	<b>Magnetic starter</b> <i>Indicate Brand, Model and parameters</i>	8		
8	<b>Thermal Relay</b> <i>Indicate Brand, Model and parameters</i>	8		
9	<b>Button post with two controls</b> <i>Indicate Brand, Model and parameters</i>	8		
10	<b>Button post with three controls</b> <i>Indicate Brand, Model and parameters</i>	8		
11	<b>Electric motor on legs</b> <i>Indicate Brand, Model and parameters</i>	2		
12	<b>DC electric motor with built-in reducer</b> <i>Indicate Brand, Model and parameters</i>	1		
13	<b>Step-down transformer in the case</b> <i>Indicate Brand, Model and parameters</i>	1		
14	<b>Current meter</b> <i>Indicate Brand, Model and parameters</i>	2		
15	<b>Voltage indicator</b> <i>Indicate Brand, Model and parameters</i>	16		
16	<b>Distribution cabinet (shield, point)</b> <i>Indicate Brand, Model and parameters</i>	1		
17	<b>Reversible magnetic starter with 36V coil</b> <i>Indicate Brand, Model and parameters</i>	4		
<b>Delivery</b>		<b>1</b>		
<b>TOTAL, without VAT, indicate currency</b>				

*Dear Partners!*

*The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.*

*Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.*

*The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.*

*In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:*

- the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*
- Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*
- in column 2 of section B – supplier's (seller's) services nomenclature;*
- in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*
- in columns 4 and 5 - unit of services measurement;*
- in column 6 - quantity (volume) of services delivery;*
- in column 7 - the price of the service unit supply, excluding VAT;*
- in column 8 - VAT rate code 903;*
- in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*
- in column 10 - supply volume, excluding VAT (prepayment amount).*

*Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."*

*Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.*

*Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.*

*Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.*

*Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.*

**Table 3 – Compliance with Requirements**

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS 2020): <b>DDP to the named place of destination - Mariupol Center of Vocational Education: 61 Mytropolytska Str., Mariupol, Donetsk Oblast)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (delivery of the equipment must be carried out within 60 calendar days from the date of signing the Contract as it is indicated in the Specification).	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The warranty period for the equipment must be not less than twelve (12) months (where applicable). All equipment must have official warranty service in Ukraine (where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery and unloading of the equipment must be provided by the Contractor.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms acceptance	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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